There are 3 intended audiences for the Common Course Numbering System.

- 1. General Public These are potential students or anyone else wondering what courses are available and where they are offered for the term selected on the first page of CCNS. The general public audience is only allowed to view current courses.
- 2. Colorado Community Colleges Faculty and Staff. This audience is meant to access CCNS via SSB and is allowed to view Current, Proposed, and Archived courses.
- 3. Non Colorado Community Colleges Faculty and Staff. This audience must also access CCNS via SSB and is allowed to view Current, Proposed, and Archived courses.

Access URLs

 Let's begin with a common starting point for everyone: <u>http://cccs.edu</u>. From this page you can click on the Common Course Numbering System menu item about 1/3 of the way down on the left side of the page. Here is a screen shot with the Common Course Numbering System menu item highlighted (a slightly darker shade of grey/tan) to simplify:



After clicking on this link you are taken to another CCCS page called Colorado Community College Common Courses.

From the Colorado Community College Common Courses page the General Public accesses CCNS via the links highlighted in **red** while faculty and staff access CCNS via the link highlighted in **blue**.



More explicitly the links are:

General Public: <u>https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor</u>

Faculty and Staff: <u>https://erpdnssb.cccs.edu/PRODCCCS/twbkwbis.P_WWWLogin</u>

Bear in mind that the above links are subject to change. The preferred method of accessing CCNS is via the <u>http://cccs.edu</u> web site using the menu and links shown above.

If you have an SSB account with one of the Colorado Community Colleges you use your S# to login.

If you are external faculty and staff a specific user has been setup in SSB. That user is:

- User ID: CPG001
- Password: 010159

I will now log into CCNS as an external faculty or staff member. See screen shot below.

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Clicking the "Login" button takes me to the following page.

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As you can see you are logged in as Ccns P. Generic and you can access two links. Let's click on the Common Course Numbering System link.

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RELEASE: 8.3		[<u>CCNS Main Menu</u>]

You are now into CCNS. Let's look up the current term course – ACC 101 by clicking on the "Submit Search" button.

🕹 Common Course Numbering System - Mozilla Firefox																						
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Let's continue to drill down. Select "A", then "ACC", then "ACC 101".

🕲 Common Course 1	Numbering Syst	em - Mozilla Firefox		
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Course Description:	Presents th ledgers, an businesses	ne basic element d other related r s.	s and concepts ecords, and for	of accounting, with emphasis on the completion of end-of-period re
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Course Notes:	Revised fal	12000		
Origin Notes:	ACC			